

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITAL - ATASCADERO
PSYCHIATRIC TECHNICIAN PROGRAM

JOB CLASSIFICATION: NURSE INSTRUCTOR

1. MAJOR TASKS DUTIES, AND RESPONSIBILITIES

Under the direction of the Psychiatric Technician Program Director, teach BVNPT approved program curriculum to psychiatric technician students. Provide both classroom instruction and clinical skills supervision. Conducts on-going review of course materials and update course materials as needed.

60% Accurately instruct adult learners in professional nursing principles and techniques in planning, organizing, and conducting educational courses in Psychiatric Nursing, Developmental Disabilities and Nursing Science.

Researches and prepares lectures, lesson plans and test material in order to prepare students for licensing as a Psychiatric Technician.

Supervise clinical training of Psych Tech students and assist them to meet clinical objectives.

Heavy lifting up to 30 pounds when required.

Demonstrate techniques required delivering safe patient care. Maintain safety and security, infection control and relationship security issues.

25% Communicate effectively

Skill in verbal and non-verbal communication. Knowledge of different teaching modalities and learning styles.

Possess classroom management skills.

Knowledge of techniques used to manage classroom milieu and provide an environment conducive to learning. Knowledge of Psychiatric Technician Program and Cuesta College policies and student disciplinary processes.

Possess knowledge of medications and medication medical/psychiatric administration terminology.

Knowledge of nursing procedures, medication administration procedures, and approved medical and psychiatric terminology.

10% Participate in the evaluation and development of educational programs and policy.

Attend required faculty meetings and off-sites to review and revise curriculum. Attend meetings and seminars to enhance and maintain teaching skills. Participate in Cuesta College's Program Review processes.

5% Evaluate progress and performance of students. Tutor and counsel as needed.

Complete student evaluations every eight weeks. Remediate and assist students in academic jeopardy. Maintain office hours to address student issues. Keep accurate records and complete required reports.

2. SUPERVISION RECEIVED

Directly supervised by the Supervising Registered Nurse (SOPT Program Director).

3. SUPERVISION EXERCISED

Clinically supervises fifteen (15) Psychiatric Technician students in clinical practice.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

General and psychiatric nursing principles and techniques in planning, organizing, and conducting educational courses in general and psychiatric nursing and related subjects; and medical and psychiatric terminology.

ABILITY TO

Apply the principles, methods, and techniques involved in conducting training courses in general and psychiatric nursing and related subjects; supervise on-the-job training of students; evaluate the progress of students; communicate effectively; and keep records and prepare reports.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment. Instruct students in infection control procedures and monitor for compliance.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

Maintain current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served.

Demonstrates knowledge of growth and development of the following age categories:

x Pediatric x Adolescent x Adult x Geriatric

PREVENTION AND MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods of Therapeutic Strategies and Interventions and monitors and instructs students in the same.

RESTRAINT / SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and / or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively. Ability to adapt teaching style to meet the needs of a culturally diverse student population.

SITE SPECIFIC COMPETENCIES

Medication administration, safety and security, nursing policies and procedures specific to all clinical sites. Bilingual expertise is utilized with patients at all clinical sites and with ESL students who may request tutoring.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Development of lesson plans, presentation of classroom material, knowledge of policies and procedures for all clinical sites, knowledge of BVNPT requirements for skills and academic information, ability to supervise and evaluate students' clinical practice, knowledge of teaching techniques for adult learners, ability to use audio-visual equipment, maintains records and documents for Cuesta College, DSH-Atascadero and the Board of Vocational Nurses and Psychiatric Technicians.

RELATIONSHIP SECURITY

Demonstrates professional interactions with patients and maintains therapeutic boundaries.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the legal requirements to practice as a professional Registered Nurse in California.
- Must possess instructor qualifications as required by the Board of Vocational Nurses and Psychiatric Technicians (BVNPT).

7. TRAINING – Training Category = 05

The employee is required to keep current with the completion of all required training. In addition to the mandatory training requirements, the Psychiatric Technician Program will require that all Nurse Instructors remain current in Med Recertification and CPR; adult and infant.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule as it applies to the training needs of the students and the Psychiatric Technician Program. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date